** Cash Request Form Instructions**

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| Contractor | *Name of Organization* |
| Contract Period | *Current Fiscal Year* |
| Service | *What type of service? For example, transportation.* |
| Month | *Current Month* |
| Contracted Amount | *Enter your yearly contracted amount (entered only one time for each category).* |
| Previous Month | *Enter your previous month’s amount (cumulative total YTD not including current billing).* |
| Current Month | *Current cash request amount.* |
| Year to Date | *This calculated protected field calculates previous month(s) plus current month.* |
| Balance | *This calculated protected field calculates Year to Date minus Contracted Amount.* |
| Total at Bottom | *These are all calculated protected fields that total each column.* |
| % of Completion | *Divide your* ***Current Month Total*** *(for Units) by your* ***Contracted Amount*** *(for units). The number is formatted as a percentage.* |

Please email signed original cash request form with the Hourly Log for Contracted Services form by the 10th of every month to [ewright@thesenioralliance.org](mailto:ewright@thesenioralliance.org). Please verify that (units) x (unit rate) = the current month cash request before submitting.